

MILPERSMAN 1306-1704

AVAILABILITY PROCESSING – CLASS "D" – NOMINATIONS

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1. **Class "D" – Nominations:** Personnel who are made available for reassignment as a result of disqualification from serving in a type duty, rate change, activity draw down, inactivation, homeport change, decommissioning, and other nominations defined in this article.

2. **Responsibility**

a. **Shore Activities (Duty Type 1, 3, or 6 as Provided in MILPERSMAN 1306-102).** The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit an availability report (AVAIL), except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.

b. **Non-Shore and Operational Activities (Duty Type 2 or 4 as Provided in MILPERSMAN 1306-102).** If a member requires reassignment before his or her established projected rotation date (PRD), the servicing PERSUPP DET or personnel office (as applicable) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.

c. **Navy Personnel Command (NAVPERSCOM).** Specific personnel assigned at NAVPERSCOM are authorized to enter an AVAIL in the Enlisted Assignment Information System (EAIS) as directed by NAVPERSCOM, Enlisted Distribution Division (PERS-40). These personnel are identified under various MILPERSMAN articles in the 1306-1700 series.

3. **Normal Report Submission Method.** AVAIL reports are submitted through the Navy Standard Integrated Processing System (NSIPS), except as otherwise indicated.

4. **Other Report Submission Methods and Requirements.** AVAILs listed below **will not** be submitted using NSIPS regardless of NSIPS capability. Once appropriate AVAIL information is received, assigned personnel at NAVPERSCOM will enter the AVAIL report.

a. **Pregnancy (Class "DP" AVAIL):**

(1) **Contact.** Command PERSUPP DET or CSD (as applicable) will submit AVAIL report via e-mail to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013C). (Refer to Paragraph 6, Note 6 for AVAIL submission method.)

(2) **AVAIL Requirement.** The "DP" AVAIL shall be submitted immediately upon receipt of pregnancy confirmation, except as otherwise provided. This AVAIL is required for members assigned to an operational activity, students unable to continue training at a school activity due to pregnancy, and students who will complete current course of instruction, but not attend further training. The 8-week timeline on AVAIL submission under MILPERSMAN 1306-1707 applies when a member is able to continue training while pregnant. This AVAIL is also required for members attached to a nonoperational activity when an assigned pregnancy tour length will exceed the member's PRD to include an assigned limited duty (LIMDU) PRD. Additionally, a new DP AVAIL is to be submitted for subsequent pregnancies during assigned pregnancy tour. MILPERSMAN 1306-1200 provides further guidance on LIMDU personnel.

b. **Command Status Change (Class "DD", "DE", "DF", and "DH")** shall be used for personnel attached to commands scheduled for deactivation, a change in mission, a billet reduction due to commercial activity study, or elimination of requirement. Designated personnel at NAVPERSCOM will liaise with the affected activity or command to determine a command personnel phasing plan and enter AVAILs accordingly. MILPERSMAN 1306-1100 and MILPERSMAN 1306-1800 provide additional guidance.

c. **Fleet Personnel Approved for "A" School (Class "DT", "DU", "DV", and "DW")** shall be used for personnel onboard a permanent duty station approved to attend formal training under Fleet RIDE or Perform to Serve (PTS) Program. These class AVAILs are controlled by designated NAVPERSCOM personnel responsible for monitoring fleet personnel.

5. **Disqualified for Submarine Duty.** Do not submit an AVAIL for personnel who become disqualified for submarine duty. Refer to MILPERSMAN 1306-416 for guidelines.

6. **Listing of Availability Codes.** Ensure appropriate remarks are provided in the AVAIL per MILPERSMAN 1306-1714 and proper format and method are used per MILPERSMAN 1306-1715. The following table lists all class "D" availability codes and their descriptions:

Code	Description	Notes
DA	Not Otherwise Defined. E-1 through E-3 non-rated or undesignated personnel. Utilize only when directed by NAVPERSCOM.	1
DB	Change in Rating. Formal training is required prior to a rating change. Submit AVAIL only after lateral or forced conversion has been approved.	2
DC	Change in Rating. Formal training is not required for a rating change. Submit AVAIL only after lateral or forced conversion has been approved.	2
DD	Available through draw-down procedures.	3
DE	Inactivation of activity with type duty codes 2, 3, or 4 which includes transition to sea lift commands.	3
DF	Disestablishment of activity with type duty codes 1 or 6.	3
DH	Homeport Change or Move.	3
DM	Service Member marries another Service Member while both are assigned to the same non-shore or operational command, or who share the same reporting senior while assigned to a shore and or non-operational command that does not concur with both Service Members having same reporting senior.	4
DN	Surface nuclear disqualification.	1, 5
DP	Pregnant personnel disqualified from present duty assignment at non-shore or deployable command, or those assigned to shore command and pregnancy tour exceeds PRD.	6
DR	Recruiter and recruit division commander disqualification.	1, 7
DS	Striker Designation. Undesignated member becomes designated into a rating for which there is no billet for that rating onboard current command.	1

DT	Fleet member approved for change in rating to master-at-arms upon completion of designated training.	8
DU	Fleet member approved for nuclear or submariner training.	8
DV	Fleet member approved for explosive ordnance disposal / special warfare combatant-craft crewmen / Sea, Air, and Land (SEAL)/Basic Underwater demolition (SEAL)/Seabee training.	8
DW	Fleet member approved for change in rating upon completion of a class "A" school other than master-at-arms, nuclear/submariner, or BUDS/Seabee training.	8
DX	Member becomes disqualified for Overseas Contingency Operations Support Assignments (OSA) upon arrival at Enlisted Combat Readiness Center (ECRC), or who returns early due to being disqualified.	9
DY	Termination of pregnancy and medically cleared	10
DZ	Not Otherwise Defined. Rated or designated personnel. Utilize only when directed by NAVPERSCOM.	1,11

Note 1: Explain reason for AVAIL submission in remarks.

Note 2: Reference substantiating document approving conversion in remarks. For those not requiring formal training, the AVAIL rate will be the approved conversion rate. For members approved for master-at-arms or special operations class "A" school, the AVAIL rate will be the rate the member will hold upon completion of training.

Note 3: For individuals with less than 24 months obligated service (OBLISERV), include in the remarks section of the AVAIL the member's OBLISERV intentions (i.e., "Will OBLISERV for months" or "Will not OBLISERV").

Note 4: Submit an AVAIL for each member. Include rate, last name, and last four digits of SSN of spouse in the remarks. AVAIL date will be date of marriage. For members stationed on board the same deployable unit (ship, vessel, or squadron), the member who has completed the larger percentage of the prescribed sea duty tour (PST) will normally be reassigned as soon as possible. However, adverse impact on the ship's readiness may

necessitate transfer of the spouse with lower percentage of PST. If the spouse is in another branch of service (e.g., USAF, USMC), but at the same command, contact NAVPERSCOM, AVAILS Program Manager (PERS-40GG) prior to AVAIL submission.

Note 5: Provide statement concerning retention of member in subject rating or related duty.

Note 6: Submit "DP" class AVAILS via e-mail as follows:

Submit to **M_MILL_PERS4013_AVAILS@navy.mil** when using the Navy/Marine Corps Internet (NMCI) Global address listing.

Submit to **MILL_PERS4013_AVAILS@navy.mil** when not using the NMCI Global address listing. **The first M is not included when not using NMCI.**

Note 7: Submit **only when** directed by NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010). Class "DR" AVAILS include approved "No Fault" and "Fault" transfers.

Note 8: For use only by NAVPERSCOM (PERS-401), (PERS-403), (PERS-4010), and Admin/Deck/Security/Supply Assignment Branch (PERS-405) detailers as needed to write orders.

Note 9: The Navy mobilization processing site sends notification via e-mail to all pertinent personnel reporting disqualification. For personnel under temporary additional duty orders, the servicing PERSUPP DET or personnel office attached to the station in which the member is permanently assigned will submit AVAIL once member is medically cleared and returned back to permanent duty station. For personnel under permanent change of station orders, the **ECRC** PERSUPP DET will submit AVAIL after member is gained onboard. The DX AVAIL is not to be used for personnel who are referred to medical board processing, or for a member who becomes pregnant.

Note 10: Member must be medically cleared by an Obstetrician.

Note 11: Authorizing Authority - NAVPERSCOM. Contact NAVPERSCOM (PERS-40GG) for any questions concerning submission of a DA or DZ AVAIL. Any AVAILS submitted without proper authorization will be considered invalid. The DA and DZ class AVAILS include personnel approved for detachment for cause (DFC) who are not pending separation, requiring reassignment, and other circumstances not already provided in this article.